

# SAP Business Warehouse/Business Intelligence Reporting

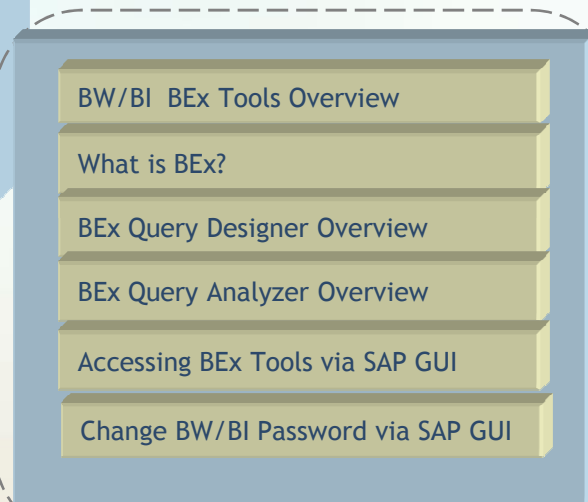
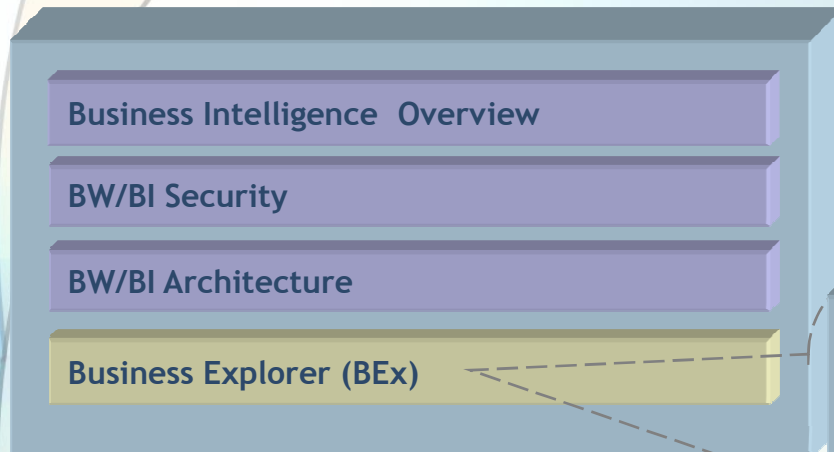
## Business Explorer (BEx)

Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)  
BW/BI Power User Workshop Materials

General Topics - BW/BI Power Users

# Business Explorer (BEx)

The following section provides an overview of Business Explorer (BEx).



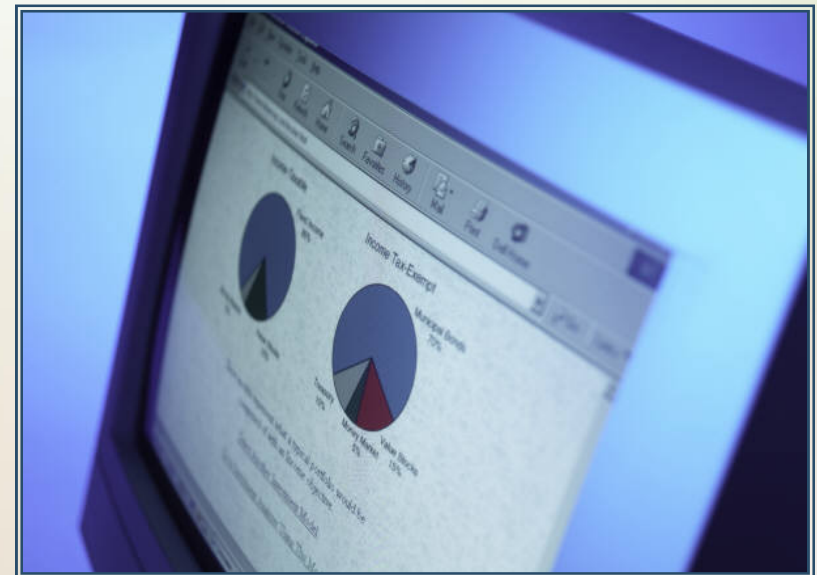
# BW/BI BEx Tools Overview

BW/BI Business Explorer (BEx) is a suite of tools used to create ad hoc queries and perform analysis of query results.

BEx Query Designer and BEx Query Analyzer are the two basic tools required for creating and analyzing ad hoc queries.

Topics covered in the BW/BI Business Explorer (BEx) section include:

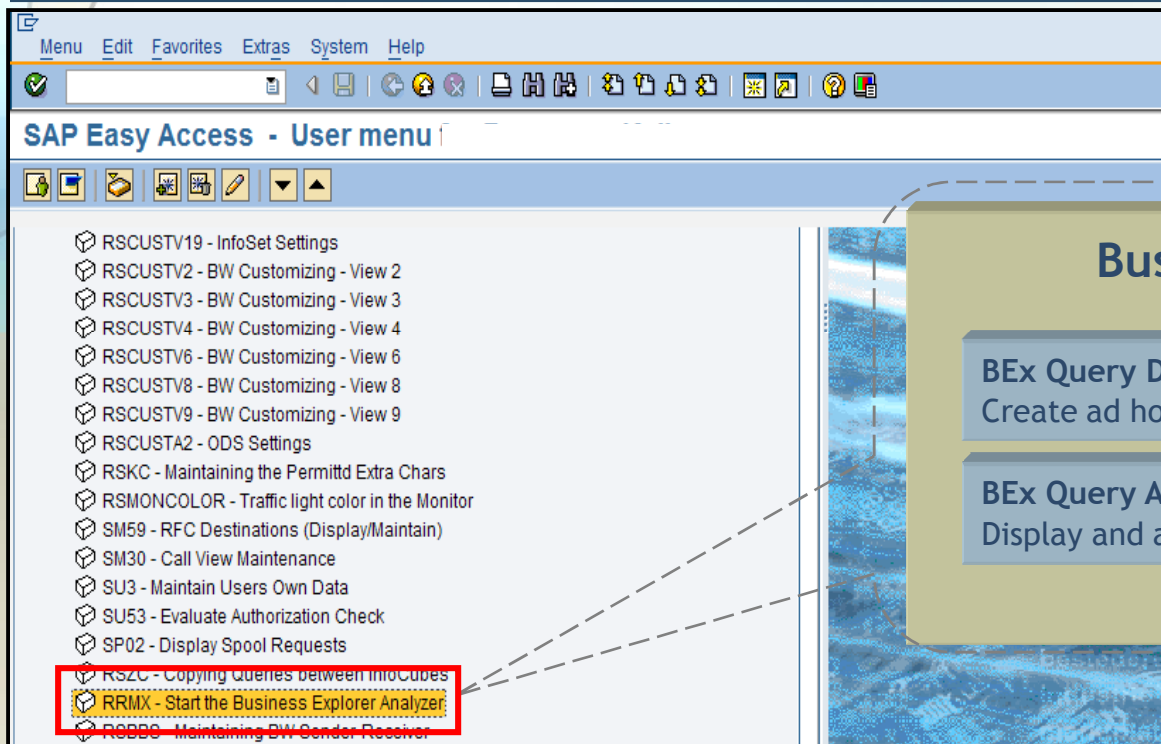
- What is BEx?
- BEx Query Designer Overview
- BEx Query Analyzer Overview
- Accessing BEx Tools via SAP GUI
- Change BW/BI Password via SAP GUI



# What is BEx?

Business Explorer (BEx) is a suite of tools available to BW/BI Power Users through the SAP GUI to develop ad hoc queries and perform analysis of query results.

Following is a list of BEx tools in BW/BI :



## Business Explorer (BEx)

**BEx Query Designer**  
Create ad hoc queries

**BEx Query Analyzer**  
Display and analyze ad hoc query results in MS Excel

# BEx Query Designer Overview

BEx Query Designer is the tool used to create ad hoc queries. BW/BI Power Users will create ad hoc queries in BEx Query Designer by using the “Drag&Drop” method of adding query data to the Rows, Columns, Filters and Free Characteristics section of the query. Once the ad hoc query is created, it can be run from a web browser or from BEx Query Analyzer:

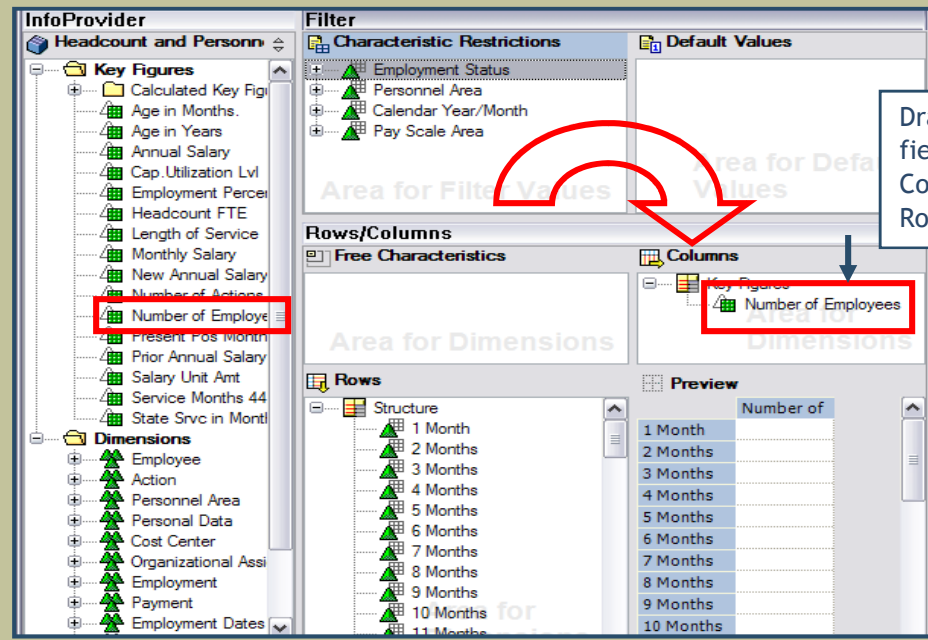
## BEx Query Designer

- Tool used to create ad hoc queries
- Uses “Drag & Drop” method to move report fields to Columns and Rows
- Allows the BW/BI Power User to set ad hoc query filters and free characteristics

## Business Explorer (BEx)

BEx Query Designer

BEx Query Analyzer



Drag & Drop  
fields to  
Columns and  
Rows

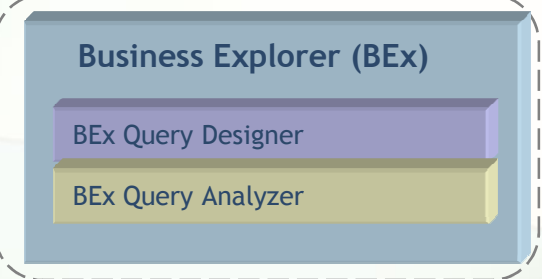
# BEx Query Analyzer Overview

BEx Query Analyzer is the tool used to analyze ad hoc query results in MS Excel. BEx Query Analyzer can be used to run ad hoc queries and open BEx Query Designer to create and modify ad hoc queries.

BEx Query Analyzer opens in MS Excel and provides its own toolbar and Business Explorer menu to perform query analysis.

## BEx Query Analyzer

- Tool used to analyze ad hoc query results
- Uses MS Excel to display ad hoc query results
- Uses the BEx Query Analyzer toolbar in MS Excel for ad hoc queries



Microsoft Excel - Employee File Statistics - In State Service

Excel 2003 ~ BEx Query Analyzer Toolbar

Excel 2007 ~ BEx Query Analyzer Toolbar

ARK Layoff Activity Report

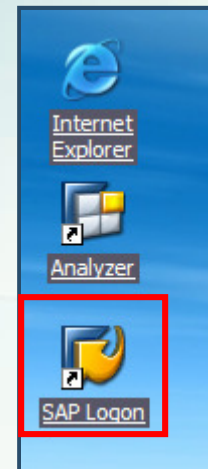
Table	Number of Employees
1 Month	92
2 Months	86
3 Months	87
4 Months	78
5 Months	66
6 Months	56
7 Months	15
8 Months	13
9 Months	33
10 Months	21
11 Months	18
1 Year	244
2 Years	147
3 Years	179
4 Years	222
5 Years	220



# Accessing BEx Tools via SAP GUI

To access BEx tools via SAP GUI:

1. Double-click the SAPLogon icon on the desktop.

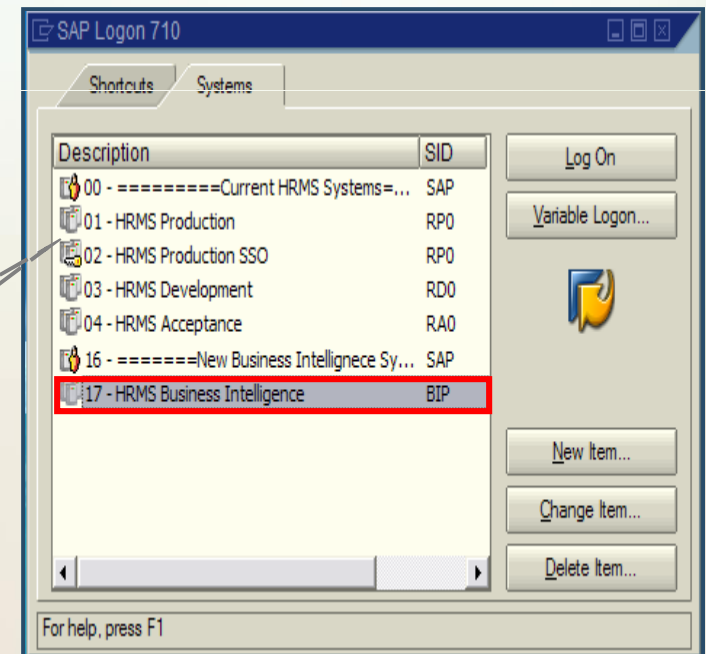


Result: The SAP Logon Pad will be displayed.

2. Double-click the HRMS Business Intelligence description.




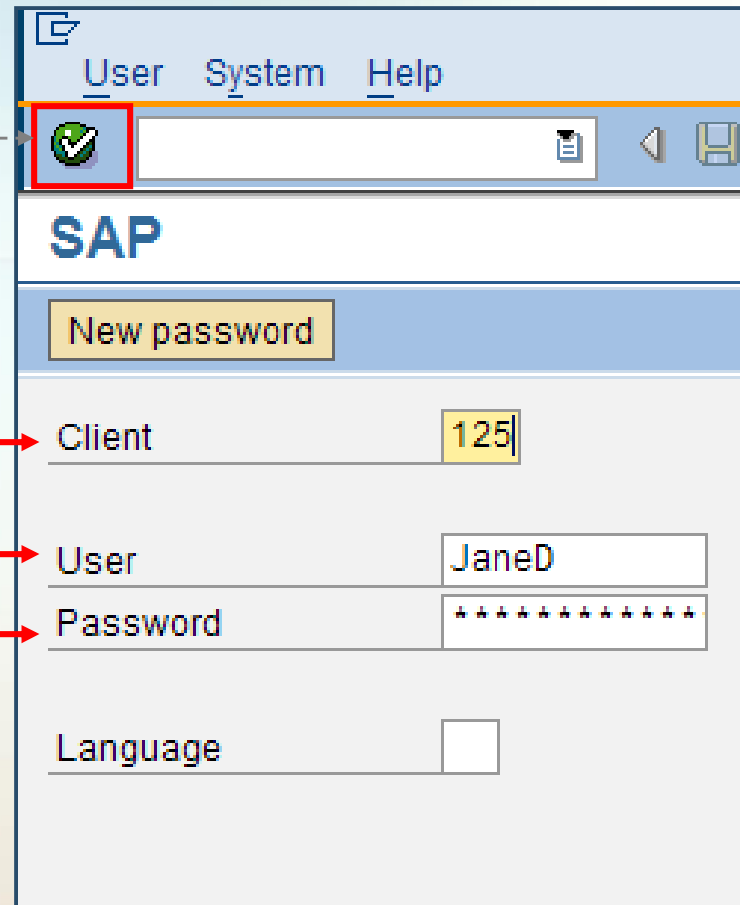
A Key on the connection icon indicates it is a Single Sign On connection.



# Accessing BEx Tools via SAP GUI, cont...

If prompted:

- Enter Client 125 (default).
- \*Enter User (BW/BI User ID).
- \*Enter Password.
- Click the “Enter” button. 



The image shows a screenshot of the SAP GUI login dialog box. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with a green checkmark icon (highlighted with a red box), a text input field, and two icons (a document and a folder). The main area of the dialog box is titled 'SAP' and contains a 'New password' button. Below this, there are four input fields: 'Client' (containing '125'), 'User' (containing 'JaneD'), 'Password' (containing a series of asterisks), and 'Language' (containing a small square icon). Red arrows point from the list of instructions on the left to the corresponding fields in the dialog box: from 'Enter Client 125' to the 'Client' field, from '\*Enter User' to the 'User' field, from '\*Enter Password' to the 'Password' field, and from 'Click the Enter button' to the green checkmark icon.



Language is not a required field. Leave this field blank.

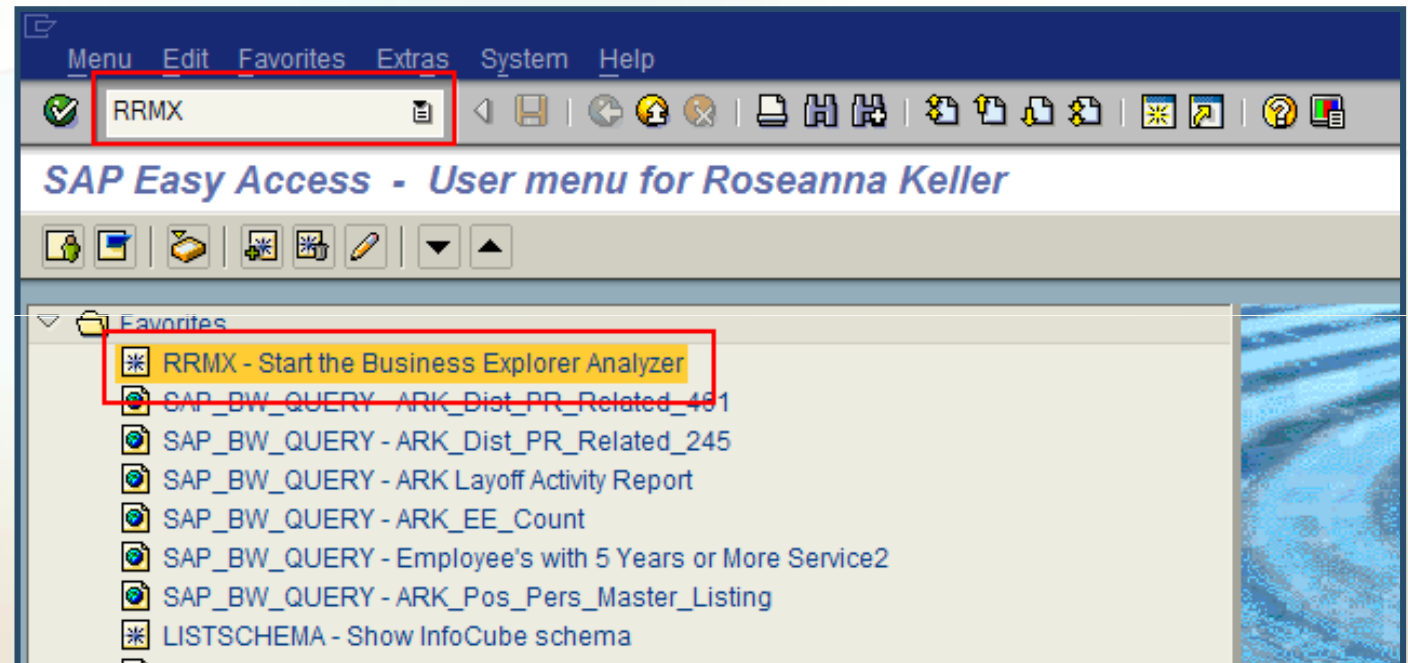
\*Contact your Agency Security User ID Administrator for BW/BI User ID and password-related information



# Accessing BEx Tools via SAP GUI, Cont...

Result: User is logged on.

3. Double-click the "Start the Business Explorer Analyzer" link.



# Accessing BEx Tools via SAP GUI, Cont...

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.

The top screenshot shows the Microsoft Excel interface with the 'BEx Analyzer' menu item highlighted in the menu bar. A red box highlights the 'BEx Analyzer' menu item, and a red arrow points to it from a label 'BEx Analyzer Menu'. Another red box highlights the 'BEx Query Analyzer Toolbar' on the left side of the Excel window, with a red arrow pointing to it from a label 'BEx Query Analyzer Toolbar'.

The bottom screenshot shows the Microsoft Excel interface with the 'BEx Analyzer' menu item highlighted in the menu bar. A red box highlights the 'BEx Analyzer' menu item, and a red arrow points to it from a label 'BEx Analyzer Menu'. Another red box highlights the 'BEx Query Analyzer Toolbar' on the left side of the Excel window, with a red arrow pointing to it from a label 'BEx Query Analyzer Toolbar'.

The bottom screenshot also displays a data table with the following columns: A, B, C, and D. The data is as follows:

	A	B	C	D
1	Start Date	End Date	Object name	ObjectID
2	1/1/2005	12/31/9999	IT SPEC 3	70064614
3	1/1/2005	12/31/9999	ENVIRON SPEC 1	70064620
4	1/1/2005	12/31/9999	ENVIRON SPEC 4	70064661
5	1/1/2005	12/31/9999	ENV TECH	70064671
6	1/1/2005	12/31/9999	SEC SR	70064673
7	1/1/2005	12/31/9999	CCG-CS & IT	70064675
8	1/1/2005	12/31/9999	ENVIRON SPEC 1	70064678
9	1/1/2005	12/31/9999	WORK STUDY STUD	70064681
10	1/1/2005	12/31/9999	WMS1-UNIT MANAGER	70064827
11	1/1/2005	12/31/9999	ENVIRON SPEC 2	70064969
12	1/1/2005	12/31/9999	ENV PLANNER 4	70065008
13	1/1/2005	12/31/9999	ENVIRON SPEC 3	70065013
14	1/1/2005	12/31/9999	ENVIRON SPEC 3	70065041
15	1/1/2005	12/31/9999	ENV PLANNER 3	70065112
16	1/1/2005	12/31/9999	CHEMIST 2	70065160
17	1/1/2005	12/31/9999	ENVIRON SPEC 4	70065511
18	1/1/2005	12/31/9999	ENVIRON SPEC 5	70065760

# Accessing BEx Tools via SAP GUI, Cont...

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.

**2007**

BEx Analyzer

Menu Commands

Custom Toolbars

BEx Analyzer Toolbar and BEx Query Designer Menu

**2010**

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

BEx Analyzer

Menu Commands

Custom Toolbars

ARK Layoff Activity Report

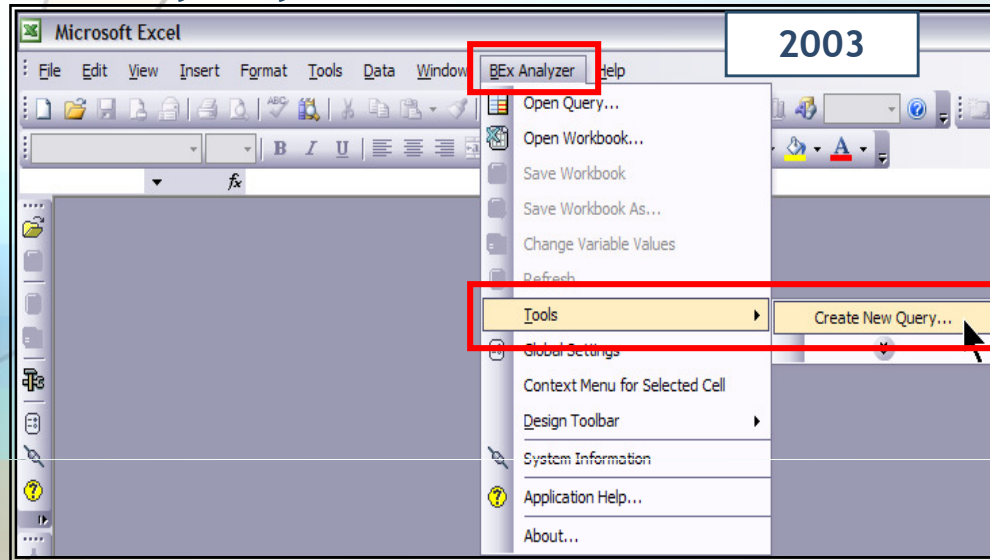
Author ROSEANNAK

Chart Filter Information

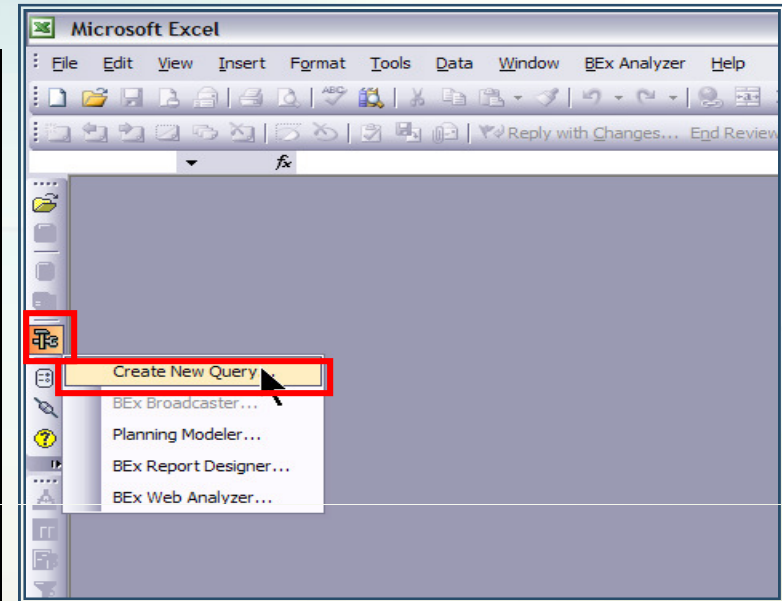
Table	
Business Area	Personnel Area
3550	Archaeology and Historic Pres
3550	Archaeology and Historic Pres
3550	Archaeology and Historic Pres
0480	Court of Appeals

# Accessing BEx Tools via SAP GUI, Cont...

BEx Query Designer can be accessed from the Business Explorer menu or BEx Query Analyzer toolbar in BEx Query Analyzer:

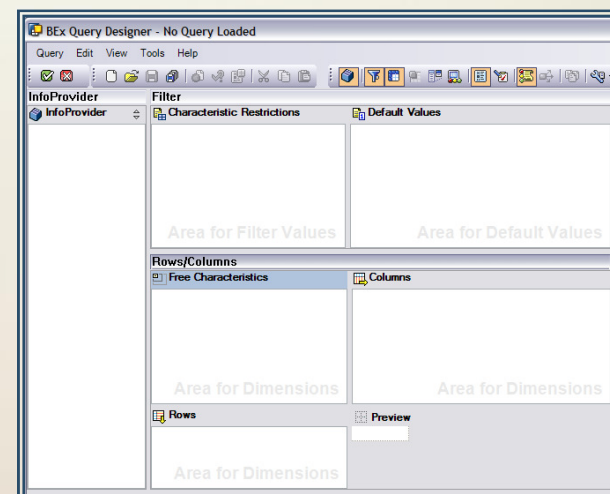


Access BEx Query Designer from the Business Explorer menu



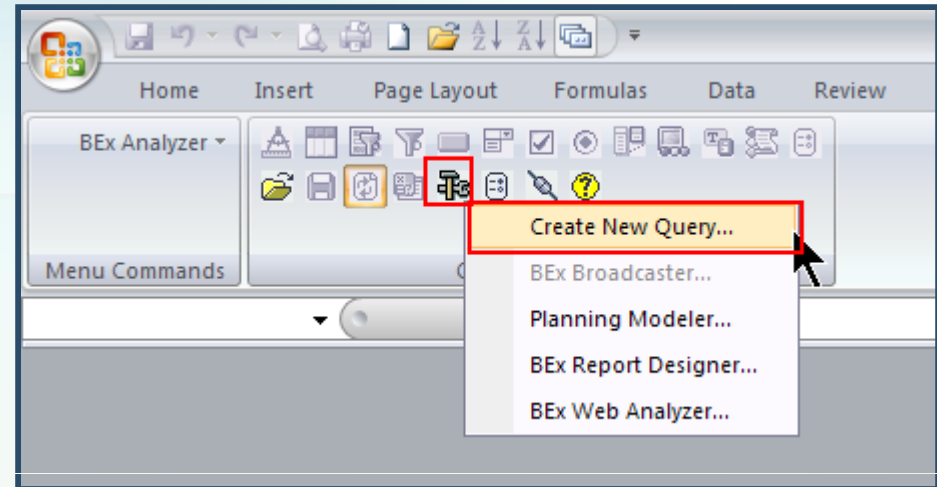
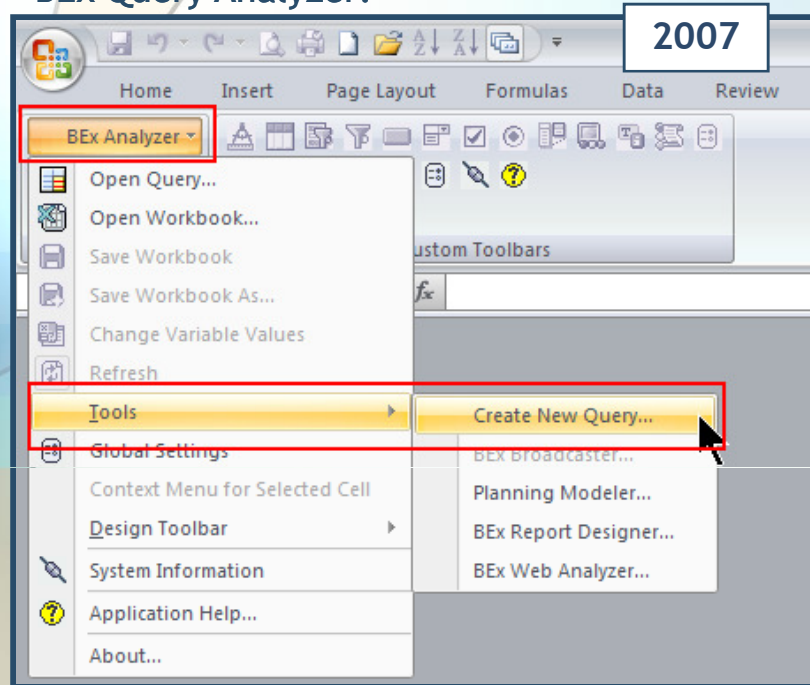
Access BEx Query Designer from the BEx Query Analyzer Toolbar

Result: BEx Query Designer will be opened.



# Accessing BEx Tools via SAP GUI, Cont...

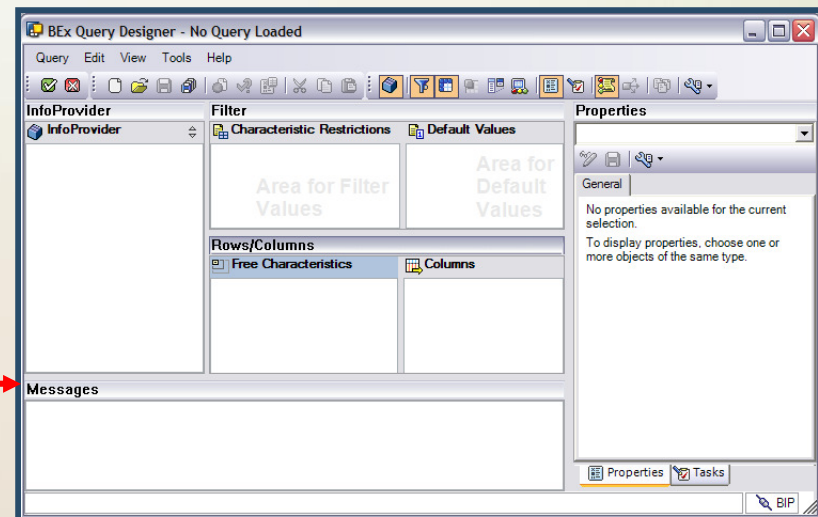
BEx Query Designer can be accessed from the Business Explorer menu or BEx Query Analyzer toolbar in BEx Query Analyzer:



Access BEx Query Designer from the BEx Query Analyzer  
Toolbar

Result: BEx Query Designer will be opened.

Access BEx Query Designer from the Business Explorer menu

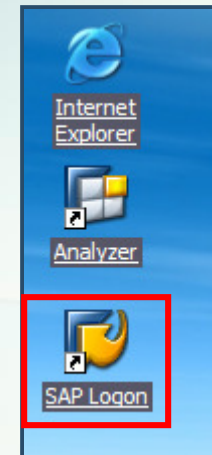




# Change BW/BI Password via SAP GUI

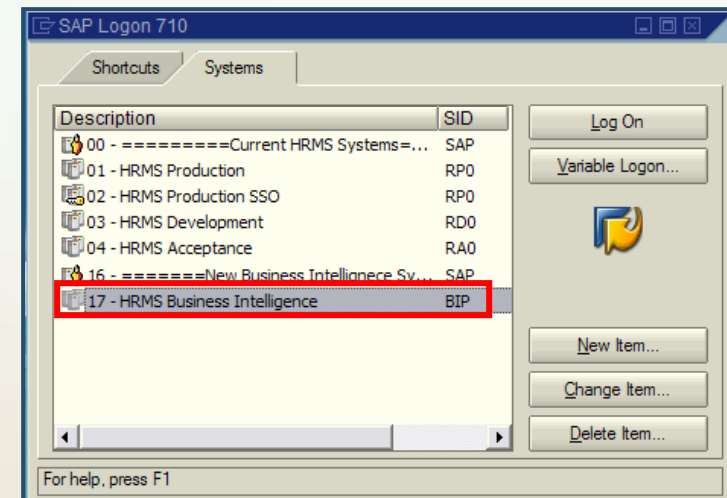
To change your BW/BI Password:

1. Double-click the SAPLogon icon on the desktop.



Result: The SAP Logon Pad will be displayed.

2. Double-click the HRMS Business Intelligence description.



Single signon users must contact their Agency Security User ID Administrator to change their BW/BI Password.

# Change BW/BI Password via SAP GUI, cont...

Result: User will be prompted to logon.

1. Enter Client 125 (default).
2. Enter User (BW/BI User ID).
3. Enter Password.
4. Click the "New password" button.



Note: User must enter their current BW/BI User ID and Password before clicking the New password button.

The screenshot shows the SAP GUI login screen. At the top, there are menu items: User, System, and Help. Below them is a status bar with a green checkmark icon and a search icon. The main title is 'SAP'. Below the title, there is a button labeled 'New password' which is highlighted with a red rectangular box. Below this button, there are four input fields: 'Client' with the value '125', 'User' with the value 'JaneD', 'Password' with masked characters (asterisks), and 'Language' with a dropdown arrow. Red arrows from the numbered list on the left point to these fields: arrow 1 to Client, arrow 2 to User, and arrow 3 to Password. A dashed arrow from arrow 4 points to the 'New password' button.

Continued...



# Change BW/BI Password via SAP GUI, cont...

Result: The SAP new password screen will be displayed.

5. Enter the new password.
6. Repeat the new password.
7. Click the Transfer button.

The screenshot shows two SAP GUI windows. The top window is titled 'SAP' and contains a 'New password' dialog. It has fields for 'Client' (set to 'SAP'), 'New Password', and 'Repeat Password'. Below these fields is a checkbox labeled 'Entry is Case-Sensitive' which is checked. At the bottom of the dialog are two buttons: a green checkmark (Transfer) and a red X (Cancel). Red arrows point from the instructions to these fields and buttons. The bottom window is titled 'SAP Easy Access - User menu' and shows a list of favorites. A red arrow points from the 'Password changed' status bar at the bottom of this window to the instruction 'Result: "Password changed" confirmation will be displayed.'

Result: "Password changed"  
confirmation will be displayed.